

Application
for a
Public Facility
Idaho Community Development Block Grant
by the
City of Dubois
November 21, 2008
Keith Tweedie, Mayor

Prepared by: The Development Company

November 21, 2008

Director Don Dietrich
Idaho Commerce & Labor
P.O. Box 83720
Boise, ID 83720-0093

Dear Director Dietrich,

The City of Dubois respectfully submits this application for an Idaho Community Development Block Grant. Our community lacks adequate water storage and delivery capabilities for our residents creating a significant health and safety issue for the community. The City cannot provide adequate fire protection and water supply services.

The Facility Planning Study completed in June of 2008 has indicated that improvements will involve construction of a new 300,000 gallon storage tank, an increase in distribution lines, and power backup equipment. All are required to ensure the health and safety of our community. This application for a \$500,000 grant will eliminate the problems for 647 persons, of whom 54.20% meet LMI standards. The community has raised \$900,000 to help finance this project.

We appreciate your concern and attention to our grant request.

Sincerely,

Keith Tweedie
Mayor, City of Dubois

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- B. Public Participation
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 - Public Hearing Notice
 - Public Hearing Minutes
 - Bond election notices and Public Information meeting advertising
- C. Engineering Cost Estimates, Project Drawing, FPS Executive Summary
- D. Project Area Maps
- E. Documentation of Match – Bond election, USDA Grant and Loan, support for the project
- F. Deficiencies and Needs
 - State Fire Marshall
 - Idaho Department of Environmental Quality
- G. Project Area Photographs
- H. Procurement of Administration and Engineering
- I. Well house, pump, generator photos

IV. ICDBG Application Information Form

Applicant : City of Dubois Chief Elected Official: Keith Tweedie, Mayor
Address: PO Box 27/Main Street, Dubois ID 83423 Phone: (208) 374-5241

Sub recipient (if applicable): none Chief Elected Official: _____
Address: _____ Phone: _____

Application Prepared by: Dorothy Bowen Phone: 356-4524 ext. 316
Address: 299 E. 4th N. Rexburg, ID 83440

Architect/Engineer/Planner (Contact Name): Mike Jaglowski, P.E. Phone: _____
Address: Pocatello, ID

NATIONAL OBJECTIVE (MARK ONE)

☒ LMI Area ☐ LMI Clientele ☐ Imminent Threat
☐ LMI Jobs ☐ Slum & Blight

PROJECT TYPE (MARK ONE)

☒ Public Facility/ Housing ☐ Community Center
☐ Economic Development ☐ Senior Center

PROJECT POPULATION TO BENEFIT (PERSONS): Census

TOTAL # TO BENEFIT: 631

TOTAL # LMI TO BENEFIT: 342

% LMI TO BENEFIT: 54.20%

% MINORITY POPULATION: 42%

PROJECT DESCRIPTION: Construction of a 300,000 gallon water storage tank, replacement of 6,750 feet of undersized water lines, construction of source water protection – buildings and site preparation for wells #1 and #2. Construction of a booster pump station to deliver water at State of Idaho pressures and flows requirements, purchase and installation of a backup power generator.

SOURCE	AMOUNT	DATE APPLICATION SUBMITTED	RESERVED/ CONDITIONAL AWARD	FUNDS COMMITTED/ CONTRACT AWARD DATE	DOCUMEN- TATION IN APPENDIX ***
ICDBG	\$500,000	Nov. 2008	-	-	-
Local Cash (Bond)	\$675,000	August 2008	Yes	August 2008	E
USDA-RD Grant	\$225,000	August 2008	Yes	August 2008	E
TOTAL PROJECT FINANCING	\$1,400,000				

* Identify Loan Source(s) USDA-RD Date Bond or Necessary and Ordinary Passed August 5, 2008

**Describe In-Kind match by type (i.e. materials, labor, waived fees, land value) and amount.

***Identify which appendix corresponding documentation is in. Documentation should be a letter from the appropriate source.

V. Economic Advisory Council Page: City of Dubois – Water Facility Project

NEED/ ADDRESSING THE NEED: The City of is not able to provide adequate water flow and pressure on our existing water system infrastructure. The City undertook a Facility Planning Study and has determined that improvements are necessary to bring the system to State standards and to provide for the physical and economic health of the community. Health and safety are being compromised by the low pressure throughout the system and by the lack of storage capacity. The City's water system was constructed in the late 1930's and early 1940's (distribution 1938, pump house 1938, storage tower 1948.) The last upgrades to the system occurred twenty years ago. Wells #1 (the main well) and #2 are housed in substandard wooden structures that compromise the well heads to contaminants. The backup power generator sits less than eight feet away from the #1 well head with the #1 well house sitting directly adjacent to a spring water runoff site. A new well house needs to be constructed away from the potential runoff area.

Upgrades will be constructed in the following manner: construction of a 300,000 gallon water storage tank, construction of new water lines to create redundancy in the system and increase the size of undersized piping, installation of fire hydrants, replacement of the forty year old power backup generator and improvements to the existing seventy year old pump house

Without the improvements to the water system the citizens of the City of Dubois will continue to exist in an environment that jeopardizes their health and safety and limits economic opportunities.

COSTS/FINANCING/COMMITMENT: Construction costs for the water system improvements total \$1,400,000. The City Council and our citizens have recognized that local fiscal commitments must be made in order to fund the planned infrastructure improvements. The community passed a bond in the amount of \$675,000 on August 5, 2008. USDA, Rural Development is participating with a grant for \$225,000 and a long term loan for the \$675,000 bonded amount. The City has raised the monthly user rates to a base of \$30.05 and \$.52 per 1000 gallons creating an average monthly cost of \$41.35 per user. The new rates will pay operating costs, pay back the loan, and build the operating fund for future repairs and improvements.

IMPACT/BENEFITS: Improving the City's water system will preserve and enhance a suitable living environment by giving the City the ability to consistently meet the State's health and safety standards. The project will also improve affordability and sustainability of quality facilities and services by making the system more efficient and reliable. All 647 residents of the City including the 342 (54.20%) low to moderate-income residents, the 272 (42.0%) minority residents, and the 67 (28%) senior citizens will benefit from this project. They will also realize an increase in opportunities for economic development in the community. Although not a factor in this application the City and the area are experiencing a shortage of housing for agricultural workers in the area and the City has been informed that the dehydration plant is in danger of having to close if housing cannot be increased. The City is not in a position to pursue housing if it cannot provide adequate water for health and safety in the community.

VI. Threshold Criteria

A. Eligible Applicant:

The applicant is a city ☒ The applicant is a county ☐

B. Eligible Activities: pp II.2. Activities to be included in the project are:

B-Public facilities construction and rehabilitation of the City's water system.

M-Administration of the block grant project by Certified Block Grant Administrators.

C. National Objective: There are six National Objectives listed below. Complete only the National Objective that will be met with the project.

C.1. Low-and-Moderate-Income Area Benefit:

There are 240 households in the project benefit area. The entire community of Dubois will benefit from the project by having the provision of adequate and clean culinary water and fire safety flows from the City's water system. The City has an LMI percentage of 54.20% and a minority percentage of 42%. The percentages are based on the US Census data.

LMI Percentage Determined by: (Check one and complete requested information)

☐ Survey** (survey requirements in Chapter 3)

☒ Census (BG=Block Group) List the BG for each tract

*** INFORMATION PROVIDED BY THE STATE
DEPARTMENT OF COMMERCE LMI
REPORTS.**

D. Citizen Participation: A copy of the plan, public notice, affidavit of publication, meeting minutes and sign-in list of attendees are in Appendix B.

The community has been highly involved in the development of the project up to and including the passage of the bond on August 5, 2008. Previously the citizens had voted down a water bond election. The City conducted a Facility Planning Study, performed by Keller Associates the project engineer, to determine the best solution to the existing problems. Two public information meetings were held to inform the citizens of the needed water system improvements. The meetings were held in an accessible facility in Dubois on July 17, 2005 and July 31, 2008. The Bond passed 8/5/2008.

A public hearing was held on November 5, 2008 at 7:00 p.m. to inform the public of the intent to request financial/grant assistance from Idaho Community Development Block Grant and USDA-Rural Development. No questions or concerns were raised. Proof of publications and information on meeting handouts and the Citizen Participation Plan are in Appendix B.

Date of Notice: October 23, 2008 Date of Hearing: Nov. 5, 2008, 7:00 p.m.

E. Statewide Goals and Strategies:

GOAL: The goal of the project is to preserve and enhance the living environment for the citizens of Dubois. STRATEGY: This project will improve the safety and livability in the community by constructing improvements to the City's water system. The improvements are to increase fire flows (currently does not meet minimum requirements) (Appendix F) and install fire hydrants throughout the City, create redundancy in the water lines, improve storage capacity, construct emergency power backup, and construct well head protection.

F. Administrative Capacity:

1. Describe applicant's and sub-recipient's (if applicable) ability to manage the project as indicated in Part A. of this Chapter.

The City has not had any audit findings and has successfully managed CDBG project funding in the past. The City has followed procurement and hired The Development Company to provide Certified Grant Administrators to assist the City in the management of the project. The Development Company has on staff Certified Administrators who have the time and expertise to oversee the project including the financial aspects of the project. The Mayor and council are all supportive of the project and have the support of the Community to undertake the improvements.

2. Identify steps taken or to be taken to procure a certified grant administrator.

Federal guidelines were followed for procurement which was conducted in February and March of 2004 when development of the project was initiated. Appendix H.

G. Fair Housing:

The City regularly maintains the federally required Fair Housing Resolution and publishes a Summary as required. The City has willingly participated annually in April Fair Housing Month programs. The latest Resolution will be published in January 2010.

VII. Program Income: Describe if the project will generate program income and the reuse plan.

The project will not create program income.

VIII. General Project Description: Community Description:

The Idaho Department of Labor information for Clark County follows on pages 8 and 9.

B. Community Needs Assessment:

Facilities & Infrastructure	Poor	Fair	Good	Previously ICDBG funded
Water	X			No
Sewer		X		No
Electrical			X	No -Not public infrastructure
Fire	X-Fire Trucks		X - Building	No
Hospitals	NONE			Closest is in Id. Falls
Housing		X		No- More units are needed for ag related jobs.
Roads			X	Yes- DT area when revitalization was done.
Railroads			X	Union Pacific
Airport	Private only			Dirt runway
Broadband			X	
Senior Center		X		
Community Center			X	Yes
Community Recreation Facilities		X		
Employment Opportunities	X			Limited to ag related industries.
Other				

Narrative: The water system in the City of Dubois does not currently meet the State of Idaho Department of Environmental Quality or State Fire Marshall (Appendix F) requirements. The system cannot provide adequate potable water or fire protection due to the age and size of the system. Residents are underserved because of lower pressure and small lines, insufficient storage capacity, and the potential for contamination to the well heads. There are not enough fire hydrants in the community to serve during a fire situation even if pressure and flows could be provided. In general – the community exists in jeopardy of natural and manmade disasters.

The water system has been well maintained but is sixty years old. The lines are undersized, do not loop, the system cannot meet State Fire Marshall requirements for flow or storage capacity, and in general need to be upgraded thru the entire community. (Appendix F). The “limited system” cannot provide for health and safety much less support economic and growth

opportunities therefore improvements for housing and other marginal community facilities improvements must wait until the general community health and safety are assured.

The Facility Planning Study has been reviewed and is supported by IDEQ.

C. Project Description:

Identify the specific components of the project that are to be completed. Identify which will be completed with grant funds and those that will be completed with other funding. This section should be detailed enough that it can be used to write a contract scope of work. Also include a site plan showing the boundaries of the project area and the existing infrastructure in comparison to the project improvements.

Improvements to the water system include the following components:

- 1) Construction of a 300,000 gallon water tank to replace the existing 100,000 gallon raised storage tank that was constructed in 1948.
- 2) Purchase and installation of a backup power supply to replace the (still in army camouflage colors) generator put into service for the City in 1970's.
- 3) Installation of 6,750 of new water distribution lines. Parts of the community are underserved by the existing 3" and 4" piping. New lines will be placed to create redundancy and increased pressure capabilities in the system.
- 4) Construction of a 1,750 gallon per minute Booster Pump station to meet State of Idaho pressures and flow requirements.
- 5) Construct new well #1 and well #2 pump houses. This will create the well head protection missing from current system.

A map of the layout of the proposed project is included in C, photographs of the existing infrastructure (including conditions inside well house #1) are in Appendix I, the proposed site for the new storage tank (built in 1948) are in Appendix G.

The costs for construction of the system improvements will be paid for by: a \$500,000 CDB Grant; a \$675,000 Bond (USDA-RD loan); a \$225,000 USDA-RD grant – totaling a project of \$1,400,000.

D. Project Land & Permits: Answer the following questions and attach documentation.

1. Has any land, buildings, easements or right-of-ways been purchased for this project? ___ Yes **X No** List date of Purchase _____

What funds were used to make this purchase? _____

2. Have any buildings been purchases for this project? ___ Yes **X No**

Status of the purchase: _____

3. Have any easements been purchased for this project?

___ Yes **X No**

4. Are any rights-of-way permits required for this project? ___ Yes **X No**

5. Will any land be needed for this project? ___ Yes **X No**

6. Will any building be needed for this project? ___ Yes **X No**

Status of the purchase: _____

Estimate date of final purchase: _____

What funds were used to make a purchase? _____

7. Will any easements be needed for this project? ___ Yes **X No**

Status of the purchase: _____

Estimated date of final purchase: _____

What funds were used to make a purchase? _____

8. Is anyone living on the land or in the structures at the proposed site?

___ Yes **X No**

9. Is any business being conducted on the land or in the structures at the proposed site? ___ Yes **X No**

10. Are there any businesses, individuals, or farms being displaced as a result of this project? ___ Yes **X No**

11. Are there permits that will be needed for the project, i.e., well, water rights, land application, demolition permits, zoning permit, air quality permit, etc?

___ Yes **X No**

Status of the permits (include plan for securing permits and estimation of issue completion date): None needed. Plans and specs and construction will require IDEQ approval.

12. Describe the ownership or lease arrangements for the property involved in the project. Not applicable.

E. Imminent Threat criteria if applicable. N/A

IX. Budget Narrative:

The City passed a bond in August of 2008 in the amount of \$675,000. Application has been made to USDA-RD for long term loan funding and the award is already being processed along with a grant for \$225,000 from USDA, Rural Development that adjoins the loan. A grant from the Idaho Department of Commerce for \$500,000 will bring the project's funding total to \$1,400,000; a CDBG grant ratio of 35% to match of 64%.

Keller Engineering has provided cost estimates for the project construction totaling \$1,400,000, shown in Appendix C.

USDA-RD's letter of commitment and support is in Appendix E.

The Bond Attorney's letter of opinion on Bond election is in Appendix E.

Along with the construction costs the City will have expenses for administration, engineering, legal, and audit.

X. Idaho Community Development Block Grant Budget Form (Use only line items on pages V-7 & V-8)

Applicant or Grantee: City of Dubois Project Name: Water System Improvements Project

LINE ITEMS	ICDBG Cash	City Cash & Bond	Federal* USDA-RD Grant	Total
Administrative**	\$50,000	\$18,000		\$68,000
Land, Structures, Rights of Way				
Engineering		\$182,500		\$182,500
Construction	\$450,000	\$452,300	\$225,000	\$1,127,300
Financial Management & Audit		\$12,200		\$12,200
Legal & Bonding		\$10,000		\$10,000
TOTAL COSTS**	\$500,000	\$675,000	\$225,000	\$1,400,000

*Identify funding source

**Administrative expenses and project planning design costs, when totaled, shall not exceed 10 percent of the total ICDBG amount.

XI. Detailed Cost Analysis

1. Have preliminary plans and specs been submitted to regulatory agencies for review?
_____ Yes X No
If yes, list date submitted: FPS to DEQ on June 2008
If no, list expected date to be submitted: March 2008
2. Has final design (for bidding) begun? _____ Yes X No
If yes, % complete: _____ %
If no, what is expected start date: May 2009
3. Will project include bid alternatives to meet project budget if necessary?
X Yes _____ No
4. Are Davis Bacon wage rates applicable to the project? X Yes _____ No
If yes, are they included in the project costs? X Yes _____ No
5. Have known environmental measures been included in project costs? (ex: dust mitigation, archaeological survey, storm water drainage, wetland mitigation etc.)
_____ Yes X No
6. What percent of contingency has been included in project budget? 3.8%
7. List the last date the owner and design professional discussed project design and details.
Date: Nov. 11, 2008
8. Design Professional Cost Estimate may be found in Appendix C.

XII. Project Schedule

Project Activity	Date (to be) Completed	Documentation in Appendix
Grant Administrator Procured	April 2004	Appendix H
Design Professional	April 2004	Appendix H
Other Funding Secured	Bond-August 2008 USDA – November 2008	Appendix E – Bond/USDA RD
Permits Identified & Secured	April 2009	
Sub-recipient Agreement Executed	N/A	
Environmental Review Complete	Nov. 2008	
Complete 504 Requirements	July 2009	
Complete Fair Housing Requirements	July 2009	
Bids Advertised	May 2009	
Start Construction	July 1, 2009	
Second Public Hearing	September 2009	
Certificate of Substantial Completion	September 2009	
National Objective Documented	October 2009	
Closeout	November 2009	

Name of Professional and Agency Contacts	Firm/Agency	Phone	Topic
Mike Jaglowski	Keller Associates	238-2146	Engineering
Mike Moore	Moore Smith Buxton Turcke	331-1800 x 13	Bond Counsel
Julie Neff	USDA-RD/Blackfoot	785-5840 x 115	Loan/Grant
Dorothy Bowen	The Development Co.	356-4524	Environmental Review
William Teuscher	ID Dept of Environmental Quality	528-2650	Regulatory Compliance
Public Works Director	Richard Hunter	374-5315	
Farrel Steiner CPA	Searle Hart Associates	542-3883	Accounting
Melissa Tarpley	City of Dubois	374-5241	City Clerk
Keith Tweedie	City of Dubois	374-5241	Mayor
	Searle Hart Associates	524-3880	Accountant
Jarin Hammer	Beard-St. Clair	557-5207	Attorney

XIII. Grantee and Sub-recipient Financial Profiles

Is the Grantee a (circle one)

City

County

If a sub-recipient, what type of Organization (circle one)

Water District

Sewer District

Homeowner's Association

For-Profit Company

Non-Profit Company

Water Association

Fire District

Hospital District

Other (please explain):

****INSTRUCTIONS**

For all projects complete Sections III & IV

For all projects that pertain to water complete Section I, III, & IV.

For all projects that pertain to sewer complete Section II, III & IV.

Section I. Water System (only) - Input information for the water system (entity) that is expected to utilize the Idaho Community Block Grant funds.

Water Source(s): X Wells ___ River ___ Lake ___ Springs
 ___ Purchase ___ Other

Water Treatment Method Chlorinated once per month

Number of people served by the system	<u>600</u>
Number of hook-ups on the system	<u>268</u>
Number of equivalent dwelling units (EDU's) on the system	<u>305</u>
Number of residential EDUs	<u>240</u>
Number of commercial EDUs	<u>31</u>
Number of industrial EDUs	<u>0</u>
Number of Wells	<u>3</u>
Number of Fire Hydrants	<u>36</u>
Storage Reservoir (gallons)	<u>100,000</u>
Water piping (linear feet)	<u>31,680</u>
Are all system users on meters	<u>yes</u>
Are meters consistently read	<u>yes</u>
For residential users, what is the average monthly Water rate for 10,000 gallons	<u>\$35.25</u>
When was the last rate increase	<u>Nov. 2008</u>
How much were the rates increased	<u>\$17.69 average increase</u>

Annual water system revenue	<u>\$77,424</u>
Current funds in capital improvement account	<u>\$-0-</u>
Current funds in reserve fund	<u>\$11,740</u>
Total dollar amount owed by customers in arrears	<u>\$1,313</u>

Annual water system expenses	<u>\$122,545</u>
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Residential Hook-Up Fee	\$ <u>1,500</u>
Commercial Hook-up Fee	\$ <u>5,000</u>
Industrial Hook-Up Fee	\$ _____

Value and description of assets:

Land	\$ <u>12,310</u>
Buildings	\$ <u>43,000</u>
Equipment	\$ <u>124,227</u>
Other	\$ <u>543,029</u>
Total Asset Value	\$ <u>722,568</u>

Identify outstanding indebtedness:

Years remaining	Annual Payment	Lender
<u>8 years</u>	<u>\$11,740</u>	<u>USDA.RD</u>
<u>19 years</u>	<u>\$39,036</u>	<u>USDA.RD</u>
_____	_____	_____

Explain Water Conservation Methods Implemented: _____
_____.

Section II. Sewer System (only) Input information for the sewer system (entity) that is expected to utilize the Idaho Community Block Grant funds. NOT APPLICABLE

Sewer Treatment Method _____

Do you have a Pre-treatment system? ☐ Yes ☐ No

Number of people served by the system	_____
Number of residential connection on the system	_____
Number of commercial connection on the system	_____
Number of industrial connection on the system	_____
Number of new connections within the last year	_____
Treatment System capacity (million gallons)	\$ _____
Sewer piping (linear feet)	_____
Number of lift stations	_____
What are the current residential sewer rates	\$ _____
When was the last rate increase	_____
How much were the rates increased	\$ _____
Residential Connection Fee	\$ _____
Commercial Connection Fee	\$ _____
Industrial Connection Fee	\$ _____

Annual sewer system revenue	\$ _____
Current funds in reserve account	\$ _____
Current funds in capitol improvement account	\$ _____
Current dollar amount owned by customers in arrears	\$ _____

Annual sewer system expenses	\$ _____
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Value and description of assets:

Land	\$	_____
Buildings	\$	_____
Equipment	\$	_____
Other	\$	_____
Total Asset Value	\$	_____

Identify outstanding indebtedness:

Years remaining	Annual Payment	Lender
_____	_____	_____
_____	_____	_____
_____	_____	_____

Section III. Non-Water/Sewer Applications:

- A. Identify how the organization obtains its operating funding, i.e. bonds, district assessments, other:

User fees and Bonds.

- B. Does the organization have taxing authority? ___ Yes X No (if no, skip to Section IV)

1. Do you tax? ___ Yes ___ No

a) If yes:

- (1) What is the tax rate? _____
- (2) What is the annual tax amount generated? _____
- (3) What are the taxes used to pay for, i.e. equipment, operating expenses, etc.? _____

2. If your organization does not tax explain why. _____

Section IV. Grantee City Profile**Financial Summary** (based on most current audit report)**Revenue**

Taxes	\$41,839
Licenses and Permits	\$ _____
Intergovernmental	\$114,983
Charge for Services	\$11,506
Miscellaneous	\$6,781
Other <u>fees and fines.</u>	\$627
<u>Interest earnings</u>	\$9,679
Total Annual Revenue	\$185,419

Expenses

Total Annual Expenditures	\$190,726
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Growth Management Planning

When was the comprehensive plan last updated? With County – updated 2001

Which of the following tools do you implement as land use measures and controls?

	Yes	No
Building Codes	<u>X</u>	<u> </u>
Historical Preservation	<u> </u>	<u>X</u>
Conventional Zoning Ordinances	<u>X</u>	<u> </u>
Other Zoning Options: (see below)		
Bonus or Incentive Zoning	<u> </u>	<u>X</u>
Example: allows for increased residential densities if developer will include affordable housing options		
Transfer of Development Rights	<u> </u>	<u>X</u>
Example: transfer development rights to areas where development is wanted and to restrict it in areas where it is not		
Planned Unit Development (PUD)	<u> </u>	<u>X</u>
Example: allows for creative and innovative design at same time creating amenities for public benefit. (mixed use development)		
Development Agreements	<u> </u>	<u>X</u>
Contract between municipality and developer. Municipality specifies what the developer may do and what they are required to do within project area.		

Do you currently implement any of the following?

	Yes	No
Economic Development Plan	<u> </u>	<u>X</u>
Development Impact Fees	<u> </u>	<u>X</u>
Local Option Tax (resort)	<u> </u>	<u>X</u>
Toll roads	<u> </u>	<u>X</u>
Distance Based Impact Fees	<u> </u>	<u>X</u>
Tree City USA	<u>X</u>	<u> </u>

XIV. Community Demographic Profile

Instructions: Complete the un-shaded areas using census data for the city/county applicant.

The census data can be located on our Web site at: <http://community.idaho.gov>

Name of Applicant: **City of Dubois**

	TOTALS
TOTAL POPULATION BENEFITED (if different from city/county population in census)	647
TOTAL POPULATION IN APPLICANT'S AREA	647
Total Male	335
Total Female	312
Total White	453
Percent of White Population	70%
MINORITY POPULATION	
Black/African American	0
American Indian/Native Alaskan	7
Asian	1
Native Hawaiian or Pacific Islander	1
American Indian/Alaskan Native and White	0
Asian and White	0
Black/African American and White	0
American Indian/Alaskan Native and Black/African American	0
Other Multi-Racial	7
Hispanic	256
TOTAL MINORITY POPULATION	272
Percent of Population	42%
SENIOR CITIZENS	
Total Persons 65 Years and Over	67
Percent of Minority Population	28%
DISABILITY STATUS	
Civilian Non-institutionalized Population 16 to 64	388
Percent with a Work Disability	13.9
Civilian Non-institutionalized Population 65 Years and Over	64
Percent with a Disability	43.8
FEMALE HEAD OF HOUSEHOLD	
Total Households	214
Female Householder, No Husband Present	22
Percent of Households	10%

I. Program Impact

A-D is based upon information provided in Chapter 5. (No action required) Staff will calculate the points.

E. Eligible Activity Priority Ranking Sheet

Fill in the percentage of the project's budget that will be spent on the following activities. The Total Points Awarded column will be completed by department staff.

Eligible Activity	Points Possible	Percentage of ICDBG Budget Spent on Activity	Staff Points Awarded
Acquisition of Real Property	100		
Acquisition of Real Property for Housing Projects	50		
Public Facilities and Improvements-Health and Safety Related	100	100%	
Public Facilities and Improvements-Housing Related	75		
Public Facilities and Improvements-Social Service Related	50		
Engineering-Architectural	100		
Code Enforcement	50		
Clearance and Demolition	10		
Removal of Architectural Barriers	50		
Rental Income Payments	0		
Disposition of Property	10		
Public Services	0		
Completion of Urban Renewal Projects	0		
Relocation Payments	25		
Planning Activities	0		
Administration Activities	100		
Grants to Nonprofit Community Organizations	0		
Grants to Nonprofit Community Organizations for Housing Projects	75		
Energy Planning	0		
Housing Rehabilitation	75		
Total Points Awarded to Project			

Instructions: Complete the table below and include a ½ page narrative.

II. National Objectives: Complete the need and impact for the project type that is Public Facilities.

A. NEED:

Narrative: (1/2 page narrative) Address issues outlined in Part A:

Both the Idaho Department of Environmental Quality and the State Fire Marshall (Appendix F) have identified and recognized the Dubois Water System Improvement project as the highest priority. While the project is not documented as a “critical need” the potential exists for such a designation based upon the poor conditions of the water system and the increasing risk to the health and safety of the community. The water system, as it now operates, cannot provide adequate fire flows during an emergency, cannot provide adequate storage for emergencies and for peak use, and is not providing well head storage at well #1 or well #2. The system is more than sixty years old and the last upgrades were more than 20 years ago involving distribution lines which are now severely undersized.

Given the location and distance to the next community any failure of the existing system during an emergency places the entire community at a severe risk to health and safety issues. The community is located in a flat desert area of eastern Idaho and is subject to range fires and blowing winds. The community does have some protection from its cooperative efforts with the local County fire district but the County’s equipment is also very old and not adequate to a large emergency situation.

B. IMPACT: (1/2 page narrative)

The City of Dubois is home to a large minority (42%) and high LMI (54.20%) population. While all 631 residents will receive benefit from the project it is definitely important to note the benefit to the majority of residents who are LMI qualified (IDC Statistics-LMI Population Count). If not funded by CDBG the City will need to pursue a second Bond and funding through USDA-Rural Development as the improvements to the system must be constructed. This would affect the costs to users of the system and place a burden on the LMI population.

The City has increased their water user fees to an average of \$42.00 per month and has already established a schedule to review the rates in January of 2010 after the system improvements are made and the system has operational records to determine whether the new rates are effectively covering the O & M and allowing the City to save for future improvements on the system.

Should the cost of the improvements exceed the estimated \$1,4 million, the City and the project engineer have discussed the possible changes that could be made on the project that in essence “has little wiggle room”. The most obvious cost decrease would be to purchase a lesser quality of SCADA monitoring system at a savings of approximately \$15,000. The cost estimates do allow for a contingency of 3.8%.

Procedures to measure the impact of the project both short and long term will include the more effective cost of operations and the increased pressures and storage capacities of the improved system. All of the improvements will directly benefiting the population of the community and their cost of living and the provision of water and fire protection at adequate levels.

III. Project Categories

A. 1. Design Professional Documentation in Appendix H. In 2004, the City advertised for proposals to be submitted for engineering services for the Facility Planning Study, the design and construction of the City's water system. The City Council received two proposals for Engineering Services and voted to hire Keller Associates to do the work. A copy of the advertisement and City meeting minutes are included in Appendix H.

2. Grant Administration Documentation in Appendix H. In 2004 in conjunction with advertising for Engineering the City advertised for a Project Administrator to assist the City with the Facility Planning Study and the construction processes for the improvements to the City's water system. Only one proposal was received and a letter was sent to The Development Company hiring them as Certified Grant Administrators.

3. A-D Documentation in Appendix

e). **Planning for specific project type:** Complete only one of the following that corresponds to the project.

(2) Water and sewer – The City hired Keller Associates Engineering to conduct a Facility Planning Study (FPS) on the City's water system. The Study, completed in June of 2008, is a large document but is available for review should Department of Commerce personnel choose to do so. A copy of the FPS Executive Summary is in Appendix C. The FPS explored all facets of the existing water system: age, size of piping and storage, condition of equipment, water pressure, community size, water quality, anticipated future growth, water sources, existing permits, fire fighting demand, costs to users and operations and maintenance costs, etc. The FPS provided the City with four Alternatives including a "no action" alternative for the water system and recommended the improvements as outlined in this grant application. The Idaho Department of Environmental Quality is the agency who reviews and accepts the FPS and the environmental review documentation. A question on the Environmental Information Document was raised regarding historical properties and the potential need for an archaeological walkover. That question by the State Historical Society has been negated and the final verse of the EID was submitted to the IDEQ – Boise office on November 21, 2008. The EID states a Finding of No Significant Impact and is supported by the HUD Environmental Scoping in this application.

4. Environmental Scoping checklist – is included on pages 24-26 of this application. Agencies were contacted regarding the project including the Idaho Department of Environmental Quality, SHPO, Tribes, Fish & Wildlife.

5. Agency Viability:

a. Water/sewer – The USDA-Rural Development office in Blackfoot is working with the City on the project. Contact official is Julie Neff. A letter from Ms. Neff is included in

Appendix E. Application for grant and loan funding with USDA-RD has received the information for a rate review.

6. Proper Acquisition addressed in Chapter 5 – The City already has the right-of-way for lines placement and already owns the property sites for the storage tank and the well heads. No acquisition is necessary for this project.

7. Funding Commitment letters in Appendix – The City has already passed a bond for the project and USDA-Rural Development is committing the long term loan and a grant to the project. – Appendix E.

8. Schedule addressed in Chapter 5 – The project schedule is on page 16. The Engineer anticipates the project will only require one construction season to construct (2009).

9. Administrative Capacity

a. Has the applicant completed a Section 504 or ADA Self Evaluation and Transition Plan? ☒ Yes ☐ No
Coordinator – Melissa Tarpley – City Clerk. Last reviewed in 2003. An update will be required of this project but the basic documentation is all in place.

b. What is the most current building code the applicant has adopted?

State of Idaho Uniform Building Code.

c. Are the Fair Housing Accessibility Standards a component of that building code? ☒ Yes ☐ No

III. B Cost Analysis addressed in Chapter 5 –The Cost Analysis is included on page 15 of the application. The project engineer, Keller Associates has provided a cost estimate of the project in Appendix C. Davis-Bacon and environmental reviews have been incorporated into the projects scope of work.

XVII. CERTIFICATIONS

I certify the data in this application is true and correct, that this document has been duly authorized by the governing body of City of Dubois and we will comply with the following laws and regulations if this application is approved and selected for funding.

- National Environmental Policy Act of 1969
- Civil Rights Act of 1964 Pub.L 88-352
- Civil Rights Act of 1968 Pub.L 90-284
- Age Discrimination Act of 1975
- Rehabilitation Act of 1973, Section 504
- Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended (49 CFR Part 24)
- Housing and Community Development Act of 1974, as amended Pub.L 93-383
- Davis-Bacon Act (40 USC 276a - 276a-5)
- Historic Preservation Act
- OMB Circular A-87, and ensure that sub-recipient complies with A-110 and A-122

- Section 106 of the Housing and Urban Recovery Act of 1983 certifying to:
 - Minimize displacement as a result of activities assisted with CDBG funds by following the Idaho Department of Commerce & Labors anti-displacement and relocation assistance plan;
 - Conduct and administer its program in conformance with Title VI and Title VIII, and affirmatively further fair housing;
 - Provide opportunities for citizen participation comparable to the state's requirements (those described in Section 104(a) of the Act, as amended);
 - Not use assessments or fees to recover the capital costs of ICDBG funded public improvements from low and moderate income owner occupants;
 - Abide by all state and federal rules and regulations related to the implementation and management of federal grants;
 - Assess and implement an Accessibility Plan for persons with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973, as amended;
 - Adopt and implement an Excessive Force Policy;
 - Prohibition of Use of Assistance for Employment Relocation, Section 588 of the Disability Housing and work Responsibility Act of 1998 Pub. L 105-276.
 - Anti-Lobbying Certification: No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of, employee of a member of, officer of or employee of Congress in connection with the awarding of any federal contract, the making of any federal grant or loan, the entering into any cooperative agreement and the extension, renewal, modification or amendment of any federal contract, grant, loan or cooperative agreement.

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of, employee of a member of, officer of or employee of Congress in connection with this federal grant, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Keith Tweedie, Mayor

November 5, 2008

XVIII. ICDBG Environmental Scoping - Field Notes Checklist

Applicant City of Dubois

This site and desk review checklist is to be completed by the Applicant and submitted with the application.

The purpose of the checklist is to help the Applicant and ICL better understand what environmental statutes or provisions per 24 CFR 58 might impact the proposed project. The information will assist in understanding what studies, documentation, and mitigation measures could be applicable and to assist in completing the environmental review record. The Applicant may choose to attach this scoping checklist as part of the environmental review record.

1. Limitations on Activities

Is the Grantee planning or in the process of acquiring property for this proposed project? ___ Yes X No

If yes, is the Applicant aware that land acquired or site work after submission of the ICDBG application is subject to 24 CFR 58.22 Limitation on Activities Requiring Clearance? Meaning once an application for ICDBG funds is submitted, neither Applicant or sub recipient, may commit Non-HUD funds to a project for land acquisition or site work (except for minor testing) before the environmental review is complete, unless the land acquisition or contract is conditioned on completion of the ICDBG environmental review.

2. Historic Preservation

Has the SHPO or THPO been notified of the project? X Yes ___ No

Have tribes with possible cultural and religious sites been notified of the project? X Yes ___ No

3. Floodplain Management

Is the project located within a floodway or floodplain designated on a current FEMA map? Check Web site <http://store.msc.fema.gov/> ___ Yes X No ___ Not Sure

If yes what is the floodplain map number? _____

If , the project is located in a floodway or floodplain is the community where the project is taking place a participant in the National Flood Insurance Program. Check Web site www.idwr.idaho.gov/water/flood ___ Yes ___ No

4. Wetland Protection

Are there ponds, marshes, bogs, swamps, drainage ways, streams, rivers, or other wetlands on or near the site? X Yes ___ No

If yes, has the Army Corps of Engineers (Corps) been notified? X Yes ___ No

Has the Corps indicated what permit level will be required? ___ Yes X No ___ N/A

5. Sole Source Aquifers (Clean Water Act)

Is the proposed project located over an EPA designated aquifer area? X Yes ___ No
(check website www.epa.gov/safewater/ssanp.html)

Is it known at this time if construction will disturb more than one acre of land? ___ Yes X No

If yes, has a general permit for storm water discharges from construction sites been applied for from the EPA? ☐ Yes ☐ No

6. Endangered Species Act

Has U.S. Fish and Wildlife Service, NOAA Fisheries, and Idaho Fish and Game Regional Office been notified about the project? ☒ Yes ☐ No

7. Wild and Scenic Rivers Act

Is the project located within one mile of a designated wild and scenic river? Idaho wild and scenic rivers include portions of the St. Joe, Lochsa, Selway, Middle Fork of the Clearwater, Snake, Rapid, and Middle Fork of the Salmon. Check Web site www.nps.gov/rivers/ ☐ Yes ☐ No ☒ N/A

8. Clean Air Act

Is the project located in a designated non-attainment area for criteria air pollutants? ☐ Yes ☒ No

For building demolition or improvements has an asbestos analysis been planned for or conducted?
☐ Yes ☐ No ☒ N/A

For housing rehabilitation has a lead based paint assessment been planned for or conducted?
☐ Yes ☐ No ☒ N/A

9. Farmland Protection Policy Act

Is the project located on a site currently zoned as residential, commercial, and/or industrial ?
☐ Yes ☐ No

Is the project area currently being utilized for farm or agricultural purposes ? ☐ Yes ☒ No

If yes, has the USDA Natural Resource Conservation Service or local planning department been notified about the project? ☐ Yes ☐ No

10. Environmental Justice

Does project have a disproportionate environmental impact on low income or minority populations?
☐ Yes ☒ No

11. Noise Abatement and Control

Is the project new construction or rehabilitation of noise sensitive use (i.e. housing, mobile home parks, nursing homes, hospitals, and other uses where quiet is integral to the project functions)?
☐ Yes ☒ No

If yes is the project located within 5 miles of an airport, 1000 feet of a major highway or busy road, or 3,000 feet of a railroad. ☒ Yes ☐ No (Railroad)

12. Explosive and Flammable Operations

Is the physical structure (not necessarily infrastructure) intended for residential, institutional, recreational, commercial or industrial use? ☐ Yes ☒ No

If yes, are there any above ground explosives, flammable fuels or chemical containers within one mile of the physical structure? ☐ Yes ☐ No

If yes, have you been able to identify what the container is holding and the container's size?
☐ Yes ☐ No

13. Toxic Chemicals and Radioactive Materials

Are there any known hazardous materials, contamination, chemicals, gases, and radioactive substance on or near the site? ___ Yes X No

If yes, explain _____

During the visual inspection of the site is there signs of distressed vegetation, vents or fill pipes, storage/oil tanks, stained soil, dumped material, questionable containers, foul or noxious odors, etc.

___ Yes X No

If yes, explain _____

At this time is the site's previous uses known to have been gasoline stations, train depots, dry cleaners, agricultural operations, repair shops, landfill, etc.? ___ Yes X No

Are other funding agencies requiring the Grantee to perform an American Society for Testing Materials (ASTM) environmental assessment? ASTM assessment involves analysis of site uses and ownership, inspection of site, and possible testing. ___ Yes X No

14. Airport Clear Zones and Accident Potential Zones

Is the project located within a designated airport runway clear zone or protection zone? ___ Yes X No

Does the project involve acquisition of land or construction/rehabilitation of building or infrastructure in an airport runway clear zone or protection zone? ___ Yes X No

If yes, is the grantee aware that the airport operator may wish to purchase the property at some point in the future as part of a clear or accident zone acquisition program? ___ Yes ___ No

15. Energy Efficient Designs

For building construction has the owner investigated possible incentives from power providers, such as Idaho Power, Avista, or Utah Power for incorporating energy efficient design into their building?

___ Yes ___ No X N/A

16. Sediment Control (Clean Water Act)

Will the construction project require storm and surface water discharge from the construction site?

___ Yes X No

I yes, has an application to EPA been submitted for a Construction General Permit (CGP)? ___ Yes ___ No

17. Other Environmental Reviews

Have facilities studies or other environmentally related site reviews been conducted or in the process of being conducted? ___ Yes X No

If yes, are there any identified concerns or recommended mitigation measures? ___ Yes ___ No

List if known - _____

18. Information Letters

The advanced mailing of environmental information letters is sought in an effort to minimize the project's timeline in waiting for necessary documentation or information. It will assist in earlier responses to required mitigation measures should the proposed project receive grant funding.

Check the agencies that have been mailed an environmental information letter.

- ☒ Idaho State Historic Preservation Officer
- ☒ Tribal Historic Preservation Officer or Tribal Office
- ☒ Idaho Department of Water Resources – Local Regional Office
- ☒ Army Corps of Engineers (if wetlands are applicable)
- ☒ U.S. Fish and Wildlife
- ☐ NOAA Fisheries (if salmon and/or steelhead are applicable)
- ☒ Idaho Fish and Game
- ☒ USDA Natural Resource Conservation Service (if farmlands are applicable)
- ☒ Idaho Department of Environmental Quality
- ☐ Local Government – Planning Department
- ☒ Others City of Dubois

Completion of the scoping checklist does not constitute that all environmental provisions or clauses related to 24 CFR 58 Environmental Reviews have been met or are known at this time.

Completed By: Dorothy A. Bowen

November 3, 2008

Date

**XIX. A. Idaho Community Development Block Grant (ICDBG)
Citizen Participation Plan**

City of Dubois

Pursuant to citizen participation requirements for Idaho Community Block Grant participants, the City of Dubois hereby certifies the following activities will be completed:

Provide for and encourage citizen participation, particularly for low and moderate income persons who reside in slum or blighted areas and areas in which ICDBG funds are proposed to be used. Provide technical assistance to groups representative of low and moderate income persons that request assistance in developing proposals in accordance with procedures developed by the department. Such assistance need not include providing funds to such groups.

Hold a minimum of two public hearings, each at a different stage of the program, for the purpose of obtaining citizens' views. The first public hearing shall include a description of the proposed project, scope of work, budget, schedule, location, and beneficiaries. Any earned program income must also be noted. The application, related documents, and the Application Handbook shall be available for citizens to review.

The second public hearing on the status of funded activities and accomplishments to date; a general description of remaining work and a general description of changes made to the ICDBG project scope of work, budget, schedule, location or beneficiaries.

A public hearing shall also be held in the event ICDBG project activities are added, deleted or substantially changed from the application. Substantially changed means changes made in terms or purpose, scope, location or beneficiaries as defined by the ICDBG program.

Provide reasonable and timely access to local meetings, information and records pertaining to the local government's proposed and actual use of ICDBG funds. Public hearings shall be conducted at times and locations convenient to local citizens.

Public hearings shall be advertised in a local newspaper no less than seven (7) twenty-four (24) hour days prior to the hearing date. If there is no local newspaper, public notification will occur through some other method where there is wide distribution to citizens within the project area. The Community Development staff must approve this method.

A copy of the publication and/or affidavit of publication shall be submitted to the department. The notice should identify all of the topics to be addressed in the public hearing including the assurances that hearings shall be held in facilities that are accessible to persons with disabilities and that alternative formats shall be available to persons with disabilities where practicable, and with advance notice to the unit of local government.

Citizens shall also be notified they will be given the opportunity to comment orally or in writing at a minimum of 5 days prior to and at the hearing. Special accommodations shall be available for persons with disabilities who may wish to comment within this period.

Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can be expected to participate.

Local citizen participation records which shall be made available to the state and local citizens shall include: A copy of the public notice and/or affidavit of publication which describes proposed or actual project activities, scope of work, location, budget, schedule, objectives, and beneficiaries. Notices shall also contain the accessibility clause for persons with disabilities.

Grantees must provide the address, telephone number, and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances within fifteen (15) working days where practicable.

Local staff shall be familiar with citizen's complaint procedures. These procedures shall provide local citizens with the opportunity to protest project activities or related issues. A written complaint or grievance is formal notification of a concern, allegation or protest to a proper authority. A formal complaint will be considered filed at the time it is delivered to the appropriate authority's office. To file a complaint, citizens must provide enough information to allow an investigation. The complaint should be clear and concise and include the following information:

- A. Identification of the project, project location, and program activities.
- B. Reason for the complaint (hearsay and innuendo will not be considered valid).
- C. Sufficient data to substantiate any claims or charges. If possible, supporting documentation should be included.
- D. If desired, citizens may propose a solution to the problem.

If the complaint is concerning local activities or project implementation, complaints and grievances shall first be filed with the appropriate elected official. If this is the case, grantees shall be required to notify the department of the complaint. A copy of the response shall also be submitted to the department. Every attempt must be made to respond to citizens within fifteen (15) days where practicable.

If a citizen feels the response from the local jurisdiction is unsatisfactory, he or she may appeal to the department for resolution. The department at that time may request additional information. Every effort will be made by the department to provide a full response within thirty (30) days.

If valid and sufficient data has been provided to substantiate the complaint, an investigation will be conducted. The extent of an investigation depends on the scope and depth of the issues involved.

If the complaint is more appropriately directed toward the ICDBG program activities, the same procedure will be followed except all communications are between the state and the complainant.

This plan shall become effective November 5, 2008.

Keith Tweedie, Mayor